**Spreadsheet Software** – is a computer program used to record, report, and analyze data in worksheets.

**Workbook –** is a spreadsheet file. It contains one or more worksheets, usually with related data.

**Worksheet –** is one section in a workbook.

**Name box –** identifies the active cell by the letter of the column and the number of the row it intersects.

**Formula bar –** Displays the contents of the active cell and is used to create or edit text or values.

**Active cell –** Highlighted with a thick border, it stores information that is entered while the cell is active.

**Worksheet title –** describes the content of a worksheet table.

**Column head –** appears at the top of a column and describes the data in the column.

**Range –** is a group of two or more cells on a worksheet.

**Formula –** are equations that perform calculations on values in a worksheet.

**Function –** is a predefined formula that can be used to perform calculations.

**Fill handle –** the small square in the bottom right corner of the cell.

**Sort –** means to arrange or group items in a particular order.

**Ascending –** order means A to Z for words.

**Descending –** order means Z to A for words.

**Column chart –** and bar graphs compare values across categories of data.

**Bar chart –** and column charts compare values across categories of data.

**Pie chart –** show how much each value is of a total value.

**Category axis –** is used to plot categories of data.

**Value axis –** is used to plot values associated with the categories of data.

**Data points –** are the bars, columns, or pie slices that represent the numerical data in chart.

**Legend –** is a key (usually with different colors or patterns) used to identify the chart’s data categories.